*PLEASE READ THESE DIRECTIONS VERY CAREFULLY AND PRINT THEM OUT IF NECESSARY. The requested folders have been created. Your students can access them from their dock via the class-shares folder icon. If you don’t see the class-shares folder, In the finder, go to the go menu. Select connect to network. If asked, type in user name and password. Select class shares. Within class-shares, there is a folder named pv-spanish. Within pv-spanish there are folders named according to the class title and period. Within each of those folders is a hand-out folder and a drop-box folder. To turn in work, drag and drop documents into the drop box folder. To access handouts, open the hand-out folder. Remember that you do have to be logged in to make this work.*